



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

DIVISION OF LICENSING PROGRAMS

**ALF Training Regulations Chart**

<b>Staff Impacted</b>	<b>Standard #</b>	<b>Standard Title</b>	<b>Training Topic/Type</b>	<b>Hours Required</b>	<b>Time Frame for Completion</b>	<b>Special Circumstance</b>	<b>Licensure Type *</b>
Owners & administrator at time of application	50 D	Licensee	Training that focuses on health and safety regulations and resident rights	Not specified	Prior to granting initial license		R R & AL
All staff and volunteers	90 C 3 and 4 (See 180 C)	Infection control program	Training in handwashing techniques and standard precautions	Not specified	Not specified here, but see 180 C		R R & AL
All staff	180 B	Staff orientation	Training in purpose of facility; services provided; daily routines; facility policies and procedures; duties and responsibilities of position; compliance with regulations	Not specified	Within the first 7 days, prior to assuming job responsibilities	If under sight supervision of a trained direct care staff person or administrator, may assume job responsibilities	R R & AL
All staff, except that last item in list is only for direct care staff.	180 C	Staff orientation	Training in laws, regulations, policy and procedures related to emergencies and disasters; first aid kit; infection control; confidential information; resident rights; abuse, neglect, exploitation; incident reports; adjustment problems; resident needs, preferences, routines	Not specified	Within the first 7 days, prior to assuming job responsibilities	If under sight supervision of a trained direct care staff person or administrator, may assume job responsibilities	R R & AL

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Administrator	210 A	Administrator training	Training related to management or operation of a residential facility for adults or relevant to the population in care; if facility serves adults with mental impairments, at least 5 of the 20 hours shall focus on this topic	20	Within 12 months of employment date; annually thereafter		R Only
Administrator	210 B	Administrator training	Continuing education requirements for administrator licensure	Set by the Virginia Board of Long-Term Care Administrators	Set by the Virginia Board of Long-Term Care Administrators		R & AL
Administrator	210 C	Administrator training	Completion of training specified in 50 D (training that focuses on health and safety regulations and resident rights)	Not specified	Within 2 months of employment as administrator	If previously completed, does not apply; may be counted toward 1 <sup>st</sup> year training hour requirement	R R & AL
Administrator who supervises medication aides	210 D (cross reference to 660 3 b)	Administrator training	Medication Aide training approved by the Virginia Board of Nursing	68	Within 4 months of employment as administrator; prior to supervising medication aides	Disregard if exceptions apply; may be counted toward 1 <sup>st</sup> year training hour requirement	R R & AL

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Staff Impacted	Standard #	Standard Title	Training Topic/Type	Hours Required	Time Frame for Completion	Special Circumstance	Licensure Type *
Manager	220 A 9	Shared administrator for smaller facilities	Completion of training specified in 50 D (training that focuses on health and safety regulations and resident rights)	Not specified	Within 2 months of employment as manager	May be counted toward 1 <sup>st</sup> year training hour requirement	R R & AL
Manager	220 A 10	Shared administrator for smaller facilities	Training related to management or operation of a residential facility for adults or relevant to the population in care; if facility serves adults with mental impairments, at least 4 of the 16 hrs shall focus on this topic	16	Within each 12 month period		R R & AL
Designated staff person in charge	240 B	Designated staff person in charge	Training on duties and responsibilities	Not specified	Prior to being in charge		R R & AL
Direct care staff	250 C	Direct care staff qualifications	Department approved direct care staff training	40	Begin within 30 days of employment; complete within 2 months of employment	There are other options and there are exclusions	R & AL
Direct care staff	260 A	Direct care staff training	Training relevant to the population in care; if facility serves adults with mental impairments, at least 2 of the 8 hours shall focus on this topic	8	Annually; shall commence no later than 60 days after employment	1 <sup>st</sup> aid, CPR, medication aide continuing education hours do not count	R Only

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Direct care staff	260 B	Direct care staff training	Training relevant to the population in care; if facility serves adults with mental impairments, at least 4 of the 16 hours shall focus on this topic;	16	Annually; shall commence no later than 60 days after employment	1 <sup>st</sup> aid, CPR, medication aide continuing education hours do not count; EXCEPTION: Licensed health care professional or CNA complete 12 hours annually	R & AL
All direct care staff must have First Aid; Direct care staff and other staff may have CPR	300	First aid and CPR certification	Adult First Aid and Adult CPR or include Adult First Aid or Adult CPR	Not specified	Within 60 days of employment of direct care staff for First Aid; certification in First Aid and CPR kept current	At all times on premises, at least one staff with First Aid and at least one staff with CPR; RN and LPN exception for First Aid	R R & AL
Direct care staff who care for residents in restraints	310 (Also see 700 C 2)	Direct care staff training when aggressive or restrained residents are in care	Training on methods of caring for aggressive or restrained residents and for restrained residents, focus on health care needs	Not specified	Prior to staff involved in care of aggressive or restrained residents; annual refresher training		R R & AL

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Staff Impacted	Standard #	Standard Title	Training Topic/Type	Hours Required	Time Frame for Completion	Special Circumstance	Licensure Type *
Direct care staff	340 K	Admission and retention of residents	Training by home care agency licensed staff in treatment monitoring techniques regarding safety precautions and actions to take in emergencies	Not specified	Not specified	Applies when care for a resident's special medical needs is provided by licensed staff of home care agency and is optional	R R & AL
Only those staff responsible for completing UAIs on private pay residents	430 A 1 a	Uniform assessment instrument (UAI)	State approved UAI training course	Not specified	Prior to completing any UAIs		R R & AL
Licensee/ Administrator or designee who will complete/ update ISPs	440 A	Individualized service plans	Department approved ISP training course	Not specified	Prior to completing/ updating any ISP		R R & AL
Only those (unlicensed) direct care staff providing gastric tube care	460 D 1	Health care services	General and resident-specific training in gastric tube care	Not specified	Prior to providing gastric tube care		R R & AL

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Staff responsible for planning and meeting the restorative care and habilitative service needs of residents	470 A	Restorative, habilitative and rehabilitative services	Training in restorative and habilitative care, including range of motion, ambulation, positioning, activities of daily living, psychosocial skills, reorientation and reality orientation	Not specified	Prior to planning/ meeting restorative care and habilitative service needs		R R & AL
Administrator and for residential living care only facilities, designated assistant administrator	660 3 b (Cross reference 210 D) and c	Qualifications and supervision of staff administering medications	Medication aide training approved by the Virginia Board of Nursing	68	Prior to supervising medication aides	Disregard if other allowed option for supervision exists	R R & AL
Direct care staff who assist residents who use oxygen supplies	690 5	Oxygen therapy	Training or instruction in use and maintenance of oxygen equipment	Not specified	Prior to assisting residents who use oxygen supplies		R R & AL
Direct care staff who apply restraints	700 C 2 (Also see 310)	Restraints	Training in restraint use	Not specified	Prior to staff involved in care of aggressive or restrained residents; annual refresher training		R R & AL

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Staff Impacted	Standard #	Standard Title	Training Topic/Type	Hours Required	Time Frame for Completion	Special Circumstance	Licensure Type *
Administrator	1010 A	Staff training (Mixed population)	Training in cognitive impairment, including explanation of cognitive impairments, resident care techniques, behavior management, communication skills, activity planning, safety considerations	12	Starting immediately upon employment; completed within 3 months	May be counted toward 1 <sup>st</sup> year training hour requirement; previous training may count	R R & AL
Direct care staff	1010 B	Staff training (Mixed population)	Training in cognitive impairment, including explanation of cognitive impairments, resident care techniques, behavior management, communication skills, activity planning, safety considerations	4	Starting immediately upon employment; completed within 4 months	May be counted toward 1 <sup>st</sup> year training hour requirement; previous training may count	R R & AL
Staff other than the administrator or direct care staff	1010 D	Staff training (Mixed Population)	Training on nature and needs of residents with cognitive impairments	1	Within the first month of employment		R R & AL

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Staff Impacted	Standard #	Standard Title	Training Topic/Type	Hours Required	Time Frame for Completion	Special Circumstance	Licensure Type *
Designated staff person responsible for managing or coordinating the structured activities program in the safe, secure environment	1100 G 5	Activities (Safe, secure environment)	Department approved training in adult group activities and in recognizing and assessing the activity needs of residents	40	Completed prior to or within 6 months of employment	Not required if individual meets one of 1100 G 1-4	R R & AL
Administrator & direct care staff	1120 A	Staff training (Safe, secure environment)	Training in cognitive impairments due to dementia, including general information, communicating with resident, managing dysfunctional behavior, alleviating safety risks	4	Starting immediately upon employment; completed within 2 months	May be counted toward 1 <sup>st</sup> year training hour requirement; previous training may count	R & AL



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Administer and direct care staff	1120 B	Staff training (Safe, secure environment)	Training in caring for residents with cognitive impairments due to dementia, including assessing needs/capabilities and implementing service plans, care techniques, creating therapeutic environment, promoting dignity and independence, communicating with families, facilitating activities, behavior management techniques	6	Within the first year of employment	May be counted toward 1 <sup>st</sup> year training hour requirement; previous training may count	R & AL
Staff other than the administrator and direct care staff who will have contact with residents in the special care unit	1120 E	Staff training (Safe, secure environment)	Training on the nature and needs of residents with cognitive impairments due to dementia	1	Within the first month of employment		R & AL

\*Licensure Type: R = Residential living care only, R & AL = Both residential and assisted living care

**This chart is for informational purposes only. Please refer to the ALF Standards for the specific requirements.**

Revised 12/19/13